

Message Text

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ORIGIN EA-09

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AMEMBASSY TOKYO

UNCLAS STATE 061286

FOR ADMIN COUNSELOR OR ADMIN OFFICER FROM SCARRITT

E.O. 11652: N/A

TAGS: AFSP; OCON

SUBJECT: DEPARTMENTAL CONFERENCE FOR SELECTED EA
ADMINISTRATIVE COUNSELORS AND OFFICERS

1. WE ARE PLANNING CONFERENCE OF ADMINISTRATIVE
COUNSELORS AND OFFICERS TO BE HELD IN THE BUREAU APRIL 5
THROUGH 8.

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2. THERE ARE A NUMBER OF ITEMS LISTED BELOW ON WHICH WE
THINK IT WOULD BE EXTREMELY USEFUL FOR YOU TO PRESENT
YOUR VIEWS AND PARTICIPATE IN DISCUSSIONS WITH COGNIZANT
DEPARTMENTAL OFFICERS. WE WOULD, OF COURSE, WELCOME
ANY ADDITIONAL ITEMS YOU MIGHT WISH TO RECOMMEND FOR
INCLUSION.

3. THE TENTATIVE AGENDA INCLUDES THE FOLLOWING:

A. ZERO BASE BUDGETING - PREPARATION FOR ITS IMPLEMENTATION IN FY 1979.

B. FADPC ACCOUNTING TAKEOVER - DECREASE IN POSITIONS AND CENTRALIZED BUDGETING.

C. IDENTIFICATION AND JUSTIFICATION OF DISCRETIONARY ITEMS FOR FY 1977 FINANCIAL PLANS. (BRING UP-DATED DETAILED LISTS WITH YOU.)

D. POST LEASING AND HOUSING POLICIES AND PROGRAMS - PURCHASE OF FURNITURE, FURNISHINGS, AND EQUIPMENT. (BANGKOK TO LEAD THIS DISCUSSION.)

E. IMPROVED SUPPORT OF CONSULAR OPERATIONS - ACQUISITION OR REPLACEMENT OF FURNITURE, EQUIPMENT, ETC. SCA PROGRAM TO INSTALL MINI-COMPUTERS AND THEIR USE IN MECHANIZATION OF OTHER OPERATIONS.

F. POST RESPONSES TO STATE 286895 OF 1976.

G. ANTI-TERRORISM - LATEST PROGRAMS AND TECHNIQUES.

H. EA'S CONTEMPLATED MECHANIZATION PROGRAM - ITS IMPACT ON FIELD BUDGET REPORTING.

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4. I APOLOGIZE FOR THE RELATIVE BREVITY ON THE ADVANCE NOTICE, BUT WE MUST WORK AROUND THE SCHEDULE FOR THE SENATE APPROPRIATION HEARINGS AND OTHER CONSIDERATIONS OF EQUAL IMPORTANCE. PLEASE CONSULT WITH YOUR AMBASSADOR, PRINCIPAL OFFICER OR CHARGE AND ADVISE BY RETURN CABLE WHETHER YOU PERSONALLY CAN ATTEND. IF YOUR PERSONAL PARTICIPATION IS NOT FEASIBLE, I WOULD APPRECIATE THE OPPORTUNITY TO DECIDE WITH YOU WHOM YOUR ALTERNATE MIGHT BE. ISSUE ORDERS AT POST FOR THE PURPOSE AND BUREAU WILL REPLENISH YOUR ALLOTMENTS FOR THE COSTS.

5. BY SEPTTEL YOU WILL BE ADVISED OF A CONTEMPLATED BUDGET WORKSHOP TO BE HELD IN ONE OF OUR POSTS TOWARD THE MIDDLE OF APRIL, WITH PARTICIPATION INVOLVING YOUR BUDGET AND FISCAL OFFICER AND THE SENIOR B AND F LOCAL FROM YOUR POST.
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